

Approved For Release 2002/07/09 : CIA-RDP55-00001A000100140025-4

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6 November 1951

25X1A9A TO : Director of Training  
Attention - Mr.   
  
FROM : Training Liaison Officer, OCD  
  
SUBJECT : Non O/TR Training Activities  
  
Reference: Your Memorandum of 17 October 1951

The Office of Collection and Dissemination conducts no formal training courses, but each Division maintains a constant on-the-job training process geared to the general requirements of the Office and to the specific requirements of each Division and its Branches.

{ Each Division indoctrinates new employees in the functions of the other Divisions of OCD to as great a degree as possible, as well as explaining the functions and requirements of other CIA Offices and IAC Agencies wherever applicable.

{ On-the-job training in OCD is a continuous and flexible process designed to develop a high degree of skill for the immediate job, and to give the employee a broad understanding of related Office and Agency operations. In all cases, on-the-job training encompasses aspects of Categories 1 and 2, or both. The training activities of each division are briefly outlined below.

Biographic Register

New analysts are rotated through the various sections to gain thorough knowledge of the Register's main functions and responsibilities. The BR operating manual serves as the basic training and operating text. BR sent one employee to the Korean Studies Program in California last summer, but otherwise engages in no outside training activities.

Graphics Register

Junior technical personnel (analysts, film maintenance men, etc.) are trained to a limited degree of proficiency by the senior projectionist in the operation of projection equipment and other visual aids. Films are used to instruct operators in the use of projectors, etc. and expose analysts to geographic, industrial, and other intelligence material where it is helpful in their analysis work. All OCD Divisions send their officers to general showings organized by GR when the material is related to their fields. When possible, official business trips are delegated to different members of the staff in order to give them the training experience of visits to such establishments as the Signal Corps Photographic Center and Wright Field. The Register's Coding Manual is used for training as well as for operations.

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### Industrial Register

New employees are rotated through the shop, and are trained by Branch and Section Chiefs in the specific details of the job. The Division Chief gives periodic lectures to the staff on the operations of the division, such as requirements, sources, general problems and program goals. IR maintains close liaison with ORR, and attends the industry film showings prepared for ORR by GR. IR is planning tours of industrial plants, and is sending qualified officers, (i.e., Reserve Officers taking a regular tour of duty), to the Industrial College of the Armed Forces.

### Liaison Division

Weekly meetings are held between LD disseminators and representatives from OSI and ORR Divisions on current problems in order to train the disseminators in OSI requirements. LD has sent three people to the Strategic Intelligence School and hopes to send more in the future.

### Library

New recruits are trained in specific library techniques, and all new professional personnel are given two weeks formal training in analysis. Conferences between reference librarians and analysts serve as training media, and a list of written instructions for job supervisors serves as a training guide in the more basic elements of administration. The Library stresses the career possibilities in CIA, and is now engaged in an experiment for the Agency whereby supervisors prepare progress reports and hold personal interviews with each employee concerning the report. Tentative Library opinion indicates that this system of employee evaluation is proving valuable in training both supervisors and their personnel in the requirements and responsibilities of their respective jobs.

### Machine Division

MD engages in training personnel in the operation of its machines, and has sent about 40 people to the IBM school during the past two years. MD has also arranged for the enrollment of supervisors from other Divisions in the executive course in IBM usage at the Endicott School.

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